



CITY OF BLACK DIAMOND PRE-APPLICATION MEETING

PURPOSE

- To provide initial, general information for a potential development project. In preparation for the meeting, staff will review projects for consistency with the applicable codes and ordinances. At the meeting, staff and the applicant work both cooperatively and creatively to develop approvable projects. The pre-application meeting is recommended for anyone wishing to obtain preliminary site analysis and feasibility information. This meeting is one-hour in length and costs \$312.00.

WHO ATTENDS

A representative from each of the following departments will attend the meeting:

- Community Development Department
- Public Works
- Planning
- King County Fire District 44 Fire Marshall
- Police (if necessary)
- Building Official (if necessary)

HOW TO SCHEDULE

Pre-application meetings are not scheduled until the applicant submits all required documents (see Submittal Requirements below) to the Community Development Department Permit Center. Materials must be submitted two weeks in advance of the desired meeting time. Holidays may conflict with meeting schedules; check with the Community Development Department for any scheduling questions: (360) 886-5700.

SUBMITTAL REQUIREMENTS *For this discussion, the preference is site plans no larger than 11 x 17*

- One (1) copy of the completed Pre-Application Meeting Registration Form
- One (1) copy of a narrative describing project proposal, site, adjacent uses, any critical areas, and available utility information.
- One (1) copy of a plan for developing the site at a scale that will allow review. The scale depends on the size of the parcel(s) and may be reproduced from assessor's maps or other legitimate source that does not violate copy rights.
- One (1) copy of a vicinity map with the site clearly identified.
- Any other information that will assist staff in evaluating your project.

INFORMATION PROVIDED AT THE MEETING

- Broad development information such as documents and detailed regulatory information related to process, land use, transportation, drainage, fire protection, building codes, and other applicable information will be provided that will aid the potential applicant to begin schematic development design.
- The discussions at the conference shall not bind or prohibit the City's future application or enforcement of all applicable law since it is impractical for a discovery meeting to be an exhaustive review of all potential issues.

DOCUMENTATION OF MEETING DISCUSSION

Approximately one week following the meeting, the Community Development Department will provide a written summary of the meeting. You are encouraged to keep your own notations regarding the information discussed.

PRE-APPLICATION MEETING GENERAL DISCLAIMER: Review comments are based on Pre-Application Meeting packet information submitted to the City. Pre-Application Meeting comments are non-binding/preliminary and are designed to get the applicant "on track" prior to the submittal of the development applications. Once a complete application has been formally submitted and staff have performed the appropriate review of the development submittal, the comments and/or issues discussed within the Pre-Application meetings may no longer apply and revisions to the submittal may be required.